



## Circular Letter

To

Parents

9<sup>th</sup> May 2016

Number 1, Term 2

Dear Parents and Guardians,

We welcome you all to Term 2 of 2016. We extend a special welcome to those joining the School for the first time.

### 1.0 STAFFING

Please note that there have been some changes in the staffing. Mr Victor Sikabbubba, Mr Fordy Munthali, Ms Eunice Namonje, Ms Lonita Ngoma, Mrs Daisy Phiri and Ms Alice Jumani are no longer with the School.

### 2.0 SCHOOL FEES – TERM 2, 2016

As per expectation, School fees are due for payment and all fees paid today and afterwards will attract a 5% penalty on the approved fees as suggested and agreed by parents that attended the AGM on 2<sup>nd</sup> April 2016.

All fees must be deposited in this account:

Account Name: Lake Road PTA School

Account Number: 050110004514016

Bank: Investrust Bank

Branch: Arcades

Complete **three deposit slips** and be sure to indicate on the slip the name(s) of the child(ren) and grade(s)/class(es). Keep one slip for your records and we will pick up one so that we issue a School receipt against it. Please inform the School on the details of any inter/intra bank transfer payments.

**Note that children whose fees not been paid by Monday, 16<sup>th</sup> May 2016 will be asked to stay away from class. They will be asked to assemble in the School Hall/Shelter and wait for time to knock off.**

### 3.0 TEXT MESSAGING (SMS) and EMAIL FACILITY

Please note that we have introduced a no-reply text messaging facility (sms). This facility is already in use and many parents have confirmed receiving our messages. In case you have not been getting SMS messages then let us know.

We have also introduced email facility and most communication will be done through this mode. Again, if you know anyone who may not have been receiving email messages request the School to include them.

### 4.0 CALENDAR

The calendar of events will be sent to you in the course of the week once concluded.

This week all pupils will knock off half day.

Yours faithfully

**Lake Road PTA School**

D. Nyimbili

**School Manager**